



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA, KS 66611-1287

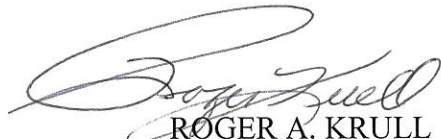
6 May 2014

NGKS-HRZ

MEMORANDUM FOR KANSAS AIR NATIONAL GUARD

SUBJECT: HRO Policy #23, Routing of AF IMT 2096 Concerning Full-time Members of KSANG

1. This memorandum serves as official notification of the Kansas National Guard Human Resource's Office policy concerning the routing of AF IMT 2096.
2. All AF IMT 2096s, as it relates to the movement of full-time Kansas Air National Guard personnel, must be approved/signed by the Kansas Human Resource Office prior to the movement of full-time personnel occurring. HRO will validate any MCRs pertaining to the action have been approved by NGB before the AF IMT 2096 is approved/signed.
3. The purpose for this policy is to ensure the Human Resource Office is aware of moves concerning full-time personnel and are valid requirements.
4. Failure to follow policy will result in the correction of military manning documents, by the FSS, to return members to original positions.
5. POC for this policy letter is Lt Col Shayna Holman, DSN 720-8182, Comm (785) 274-1182, and email Shayna.m.holman.mil@mail.mil.


ROGER A. KRULL
LTC, GS, KSARNG
Human Resources Officer